

Approved For Release 2002/08/22 : CIA-RDP73-00099A000200070014-6

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**CIA LIBRARIES
& RECORDS CENTER**

STATISTICAL REPORT

FOR THE QUARTER ENDING 30 JUNE 1969

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HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS

EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and Inactive Office Records Holdings.

SUPPLEMENTAL DISTRIBUTION COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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AREA	OFFICE	RECORDS	RECORDS	REPORTS & MAPS	OFFICE TOTAL
DCI	DCI	174	3		177
	CABLE	780	87		867
	HS	9		25	34
	PA	47			47
	OPPB	71	5		76
	OLC	87		6	93
	OGC	58	2	2	62
	OIG	42			42
	ONE	79	15	89	183
	NSC	278			278
	DIA		5		5
	SAVA	6			6
TOTALS FOR DCI AREA		1,631	117	122	1,870

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AREA	OFFICE	RECORDS	REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	41	1	43
	IRS	112	1	113
	DCS	1,356	10	1,366
25X1A		553	22	227
	OER	338	4	175
	OBGI	390	3,013	16,596
	OCI	204	53	261
	CRS	8,499	1,114	526
	NPIC	2,687	3,411	850
	OSR	24	65	173
TOTALS FOR DDI AREA		14,204	7,694	18,552
				40,450

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDP	AF	Retired by RID	23		23
	BG	" " "	10		10
	CA	" " "	5	68	73
	CCS	" " "	15		15
	CI	" " "	18		18
25X1		" " "	1		1
	EUR	" " "	48		48
	FE	" " "	53		53
	FI	" " "	3		3
	FI/D	1,218	1		1,219
	NE	Retired by RID	14		14
	PC	" " "	1		1
	PSG				
	RID	20,643	401		21,044
	SB	Retired by RID	36		36
25X1		" " "	7	45	52
	TSD	857	11		868
	WH	Retired by RID	50		50
	TOTALS FOR DDP AREA	22,718	697	113	23,528

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AREA	OFFICE	RECORDS	RECORDS	REPORTS & MAPS	OFFICE TOTAL
DDS	ODD	79	1		80
	SSS	20	4	312	336
	OS	3,125	8		3,133
	OTR	504	130		634
	OP	2,062	38		2,100
	OL	2,407	31	2	2,440
	OC	573	15		588
	OMS	1,031	5		1,036
	OF	11,804	53		11,857
TOTALS FOR DDS AREA		21,605	285	314	22,204

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AREA	OFFICE	RECORDS	REPORTS & MAPS	OFFICE TOTAL
DD/S&T	ODD	51		51
	FMSAC	768	14	65
	ORD	61		61
	OSA	555	18	573
	OSI	1,074	38	351
	OCS	36	289	325
	OEL	109	1	9
	SPINT	27	1	28
	OSP	231		231
TOTALS FOR DD/S&T AREA		2,912	361	425
				3,698

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OFFICE OF THE CHIEF ARCHIVIST

AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUPERVISORY RECORDS & MAPS	ARCHIVAL RECORDS	OFFICE TOTAL
HCF		884				884
ARCHIVES					7,553	7,553
TOTAL ARCHIVAL RECORDS		884			7,553	8,437
GRAND TOTAL		63,954	9,154	19,526	7,553	100,187

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1969

	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
*Historical Collection File (HCF)			884	884
AGENCY TOTALS	13,012	21,046	29,896	63,954
PER CENT	20.3	32.9	46.9	

*Historical Collection Files are accessions containing records of enduring value to the Agency. These accessions will be screened and the records of enduring value will be processed into the Agency Archives.